## Teacher/Staff Portal - Directory

Last Modified on 12/04/2018 10:46 am EST

The Directory tile allows staff to run reports based on semester, category, and/or classroom.

1. Select the report criteria

| Directory Report            |  |
|-----------------------------|--|
| Report Criteria             |  |
| Semester:                   |  |
| Category: *School Year Care |  |
| Classroom:                  |  |
| CREATE REPORT               |  |

2. Click Create Report

| One item found 1     |                         |                   |
|----------------------|-------------------------|-------------------|
| Child                | Primary Sponsor         | Secondary Sponsor |
| Child, New           | Test Test               | N/A N/A           |
| Birthday: 11/11/2011 | (123) 123-1231          | N/A               |
| 132 test             | 132 test                | N/A               |
| test, MI 48843       | test, MI 48843          | N/A               |
|                      | test123@cirrusgroup.com | N/A, N/A          |
|                      |                         | N/A               |
|                      | Cell: (123) 123-1231    | Work: N/A         |
|                      |                         | Cell: N/A         |

- 3. View the plain text data below or select a format to view
  - View as PDF

| DCW Transactional- CENTER 1<br>445 S. Livernois<br>Rochester MI 48307 | ¢\$   | DayCare<br>WORKS   |          |  |  |  |
|---|---|--|----------|--|--|--|
| Child Directory   |   |  |          |  |  |  |
| Child Information   | Primary Sponsor   | Secondary Sponsor  | Contacts |  |  |  |
| Child, New<br>Birthday: 11/11/2011<br>132 test<br>test, MI 48843      | Test Test<br>(123) 123-1231<br>Cell: (123) 123-1231132 test<br>test, MI 48843<br>test123@cirrusgroup.com<br>Email Opt Out: No | N/A N/A<br>N/A<br>Work: N/A<br>Cell: N/AN/A<br>N/A<br>N/A, N/A<br>N/A<br>Email Opt Out: No |          |  |  |  |

• Mail - 8160 - mailing label

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- Mail 8167 coming soon
- View Excel
- 4. Or use the Export Options below the student data
  - CSV
  - Excel
  - XML